

## Country Dale Field Trip Procedure Check List

2.10.2014

- ☐ Fill out the "Field Trip Request Form"
  - Submit to office for Principal approval
  - Office to order bus and get back to teacher the approval and amount on bus
  - This should be submitted at least 1 month prior to the date of the field trip
  
- ☐ Send out "Field Trip Permission Slip" to students going on the field trip
  
- ☐ Inform Food Services of the field trip and how it may or may not effect their lunch count on the field trip date
  
- ☐ Record on the "Country Dale Field Trip Log" all payments received
  - Fill in student's name and how payment was received (note check number or cash payment)
  
- ☐ Once all payments are received, bring the "Country Dale Field Trip Log" with all payments to the office.
  - Both office staff and teacher will verify accuracy of all payments, initialing form on bottom along with date received
  - Payment needs to be broken down by checks, cash and coins

### AT LEAST 2 WEEKS PRIOR TO FIELD TRIP

- ☐ Fill out a FPS "Check Request" for admission fee amount
  - Submit to office for principal's signature
  - Office will then submit to Business Services for check processing. Business Services MUST receive all check requests before the 15<sup>th</sup> of the month. ***Please keep this in mind when submitting payments to the office.***
  - Original receipts or documentation must be submitted for reimbursement
  
- ☐ Is the PTO paying for the field trip? PTO sponsored field trips require you to fill out and submit two (2) Country Dale PTO "Check Request Voucher"
  - One check request for admission fee
  - Second check request for the bus portion (made payable to "Franklin Public Schools")
  - The office will hold checks in the safe until the day of the field trip

OVER ➔

- ☐ Check that all chaperones have cleared the volunteer background check. All teachers should have an updated list from the office
- If chaperone is not listed, please submit to them the “Volunteer/Visitor Application and Consent Form”
  - A two (2) day notice to the office with completed and signed form is necessary to process the background check and allow the chaperone to attend the trip
- ☐ Inform support staff assigned to your classroom about the field trip date and how that will affect their schedule

#### DAY OF TRIP

- ☐ Pick up medication bag in office. The bag will include the following:
- General first aid items
  - Medications and paperwork for students going on the field trip
  - Paperwork on students listing medical concerns/considerations
- ☐ Bring back and submit to the office a receipt from your trip